

**DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT**

CONTRACT NO: CW94832
CAPTION: Print and Mail Service for SWMA's Sanitation Code Enforcement System (eSWEEP)
PROPOSED CONTRACTOR: Gtechna USA Corporation
PROGRAM AGENCY: Department of Public Works

FINDINGS

1. AUTHORIZATION:

D.C. Official Code § 2-354.04, 27 DCMR 1304, 1700 and 1701

2. MINIMUM NEED:

The Department of Public Works (DPW) has a need for a sole source IT Consultant to provide certified mail printing and mailing services to DPW Solid Waste Management Administration (DPW-SWMA) through the proprietary eSWEEP software system.

Gtechna USA Corporation is the sole source contractor who will provide the following services through the existing eSWEEP Sanitation Enforcement System:

- a) Notices of Violation (NOVs) will be printed out and prepared for delivery to property owners by USPS certified mail.
- b) Mailing labels will be generated with the correct postage and will be placed on the envelopes. The NOV documents will be inserted to these envelopes.
- c) The letters that include the NOVs will then be mailed out using USPS certified mail.
- d) The letters will be tracked, their status stored in the eSWEEP database, and displayed through the eSWEEP system.
- e) E-signature files that verify delivery will be received from USPS and stored in the eSWEEP database.

3. ESTIMATED REASONABLE PRICE:

The estimated total price for a year is \$200,000.00 at a rate of \$7.95 per letter (to include printing NOV documents and envelope, postage and mailing label and envelope stuffing) plus \$70.00 weekly letter delivery fee.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

- A. eSWEEP is a proprietary software system and the methods of transmitting data required to operate the Print and Mail service are components of the eSWEEP software. The NOV data transfer, the letter status updates, and E-signature files must

be transmitted seamlessly within the eSWEEP software environment. There are no external interfaces available for third party print and mail services.

B. OCP has reviewed the Contractor's quote and based on current contract pricing, the price is determined fair and reasonable.

C. For the reasons stated above, the District did not conduct a market survey.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

Date

Christine V. Davis
Interim Director
Department of Public Works

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

Date

Tonia C. Nixon
Deputy Chief Contracting Officer
Office of Contracting and Procurement

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18- 371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

Date

George A. Schutter, III
Chief Procurement Officer
Office of Contracting and Procurement